



Quality Control Analyst - Recorder

Job Description

Department: Recorder
Position: Career Service
Grade: 510
Supervisory: No
Reports to: Assistant County Recorder

Summary

Under general guidance and direction of the Assistant County Recorder, ensures reliability and accuracy of public records concerning legal descriptions, GIS Base Parcel Map, and abstracting information of documents and tax identification parcel numbers for tax purposes by inspecting the work of recording clerks and cadastral mappers. Conducts training and ensures ongoing accuracy and compliance through audits. Evaluates work processes and implements changes for improved efficiency.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensure reliability and accuracy of public records concerning legal descriptions, GIS Base Parcel Map, and abstracting information of documents and tax identification parcel numbers for tax purposes.
2. Conduct training in specialized duties that include varied procedures and methods for document recording, document abstracting, legal descriptions, and ownership that affect all parcels in Utah County.
3. Coordinate and maintain a manual of standard operating procedures for team utilization including specific directions on recording, entry, and proofing.
4. Partner with division supervisors in the planning, scheduling, allocating, and prioritizing of workloads to meet operation requirements.
5. Monitor work process quality and ensure adherence to quantity standards.
6. Ensure recordings remain compliant with Utah State Code Annotated.
7. Monitor updates and maintenance of GIS Base Parcel Map for taxation.
8. Monitor use of GIS layers for abstracting purposes.
9. Evaluate work processes and recommend changes for improved efficiency; monitor and update department policies related to areas of oversight.
10. Research and respond to difficult or controversial situations involving various persons, groups, councils, officials, and the public; assist the division supervisors with these functions.

For Office Use Only

Job Code: 3070
Job Title: Quality Control Analyst - Recorder
FLSA: Non-Exempt
Effective Date: 1/7/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

11. Verify accuracy of division assessment change reports; inspect and thoroughly review mapping, grouping and abstracting elements; verify serial numbers; provide feedback for appropriate corrections and remedy database inaccuracies.
12. Partner with management to develop and implement goals, objectives, policies, procedures, and work standards.
13. Perform all duties of recording function to ensure efficient office operation.

Knowledge, Skills, and Abilities

- Knowledge of state laws governing recording, indexing, and mapping of legal documents
- Knowledge of the interrelationship of Recorder's Office functions and functions of other County offices
- Knowledge of Geographic Information Systems (GIS) technology and its application to mapping functions of the Recorder's Office
- Knowledge of real estate and title law as applied to the Recorder's Office
- Knowledge of surveying and civil engineering practices as applied to the Recorder's Office
- Knowledge of terminology associated with legal documents
- Knowledge of technical tools and equipment associated with drafting, cartography and mapping scales
- Knowledge of coordinate geometry (COGO) applications and applied trigonometry
- Skilled in operating standard office equipment including a personal computer
- Skilled in using computer applications and software related to job specific duties
- Skilled in using drafting tools and mapping scales to create taxing maps
- Skilled in using ArcInfo and coordinate geometry to create computer-generated maps
- Ability to maintain cooperative relationships with engineers, attorneys, surveyors, title companies, the public, and County employees
- Ability to abstract recorded documents and understand legal property descriptions
- Ability to read and understand legal documents
- Ability to perform complex mathematical computations
- Ability to conduct training classes or provide one-on-one instruction
- Ability to review detailed documents for completeness, accuracy, and compliance with regulations
- Ability to evaluate the work product of others and provide corrective instruction when necessary
- Ability to communicate effectively verbally and in writing
- Ability to interpret, apply, and explain applicable codes and regulations
- Ability to use initiative and independent judgment within established procedural guidelines

For Office Use Only

Job Code: 3070
Job Title: Quality Control Analyst - Recorder
FLSA: Non-Exempt
Effective Date: 1/7/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Geographic Information Systems, geography, civil engineering, or a related field.
2. Three (3) years of work experience related to legal, land title, recorded documents, or Geographical Information Systems.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with experience using ArcInfo or other Geographical Information System applications.
2. Preference may be given to applicants who have a completion certificate from the Utah State Records Association Cadastral Mapping class.

For Office Use Only

Job Code: 3070
Job Title: Quality Control Analyst - Recorder
FLSA: Non-Exempt
Effective Date: 1/7/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

For Office Use Only

Job Code: 3070
Job Title: Quality Control Analyst - Recorder
FLSA: Non-Exempt
Effective Date: 1/7/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor